

<b>Applicant Organization:</b>			
<b>Period Covered:</b>	<b>Starting:</b>	<b>Ending:</b>	
<b>Mission:</b>			
Column A	Column B	Column C	Column D
<b>Project Goals and Objectives</b>	<b>Planned Period of Work</b>	<b>Summary of Accomplished Objectives (Please provide quantifiable information)</b>	<b>Date Completed</b>

<p><b>Objective 1: Community assessment and resources.</b></p> <p>A. Make your program palatable to community stakeholders.</p> <p>Task 1: Memorize your mission statement.</p> <p>Task 2: Identify community stakeholders.</p> <p>Task 3: Examine each stakeholder to provide a link between their mission in the community and yours.</p> <p><b>Objective 2: Develop a communications plan.</b></p> <p>A. Develop a list of communication activities.</p> <p>Task 1: Brainstorm a list of local media.</p> <p>Task 2: Contact media.</p> <p>Task 3: Develop a press release and/or PSA for local media.</p> <p><b>Objective 3: Build a literacy coalition.</b></p>	1 <sup>st</sup> Qtr.		
	Ongoing		
	1 <sup>st</sup> Qtr.		

### **Section III, AmeriCorps\*VISTA Community Action Plan**

Applicant Organization:			
Period Covered:		Starting:	Ending:
Mission:			
Column A	Column B	Column C	Column D
Project Goals and Objectives	Planned Period of Work	Summary of Accomplished Objectives (Please provide quantifiable information)	Date Completed

<p>A. Introduce program to school stakeholders.</p> <p>Task 1: Identify school staff and faculty stakeholders.</p>	1 <sup>st</sup> Qtr.		
<p>B. Identify community members and organizations interested in literacy issues.</p> <p>Task 1: Write an informational letter or prepare a presentation to stakeholders about building a literacy coalition.</p> <p>Task 2:</p>	1 <sup>st</sup> Qtr.		
<p>C. Organize an informational meeting with organizations interested in being a part of a literacy coalition.</p> <p><b>Objective 4: Develop sustainable strategic plan through inclusive collaborative efforts.</b></p>	1 <sup>st</sup> /2 <sup>nd</sup> Qtr.		
<p>A. Prepare an informational presentation to “sell” your program to school stakeholders.</p> <p>B. Prepare volunteer information to present to community members.</p>	1 <sup>st</sup> Qtr.		

### **Section III, AmeriCorps\*VISTA Community Action Plan**

<b>Applicant Organization:</b>			
<b>Period Covered:</b>	<b>Starting:</b>	<b>Ending:</b>	
<b>Mission:</b>			
Column A	Column B	Column C	Column D
<b>Project Goals and Objectives</b>	<b>Planned Period of Work</b>	<b>Summary of Accomplished Objectives (Please provide quantifiable information)</b>	<b>Date Completed</b>

Task 1: Identify volunteer sources in the community.	1 <sup>st</sup> Qtr.		
Task 2: Schedule presentations and informational sessions about America Reads for potential volunteers.	1 <sup>st</sup> Qtr.		
Task 3:	Ongoing		
C. Keep local media and community aware of America Reads throughout VISTA year by advertising literacy events and awareness projects.	Ongoing		
Task 1:			
Task 2:			
D. Keep the America Reads program sustainable and funded.			
Task 1: Recruit volunteer site coordinator for America Reads program.			
Task 2: Conduct a needs assessment for your program.	Ongoing		
E. Develop a plan for initial coalition activities such as grant writing, volunteer recruitment, etc.	2 <sup>nd</sup> /3 <sup>rd</sup> Qtr. 2 <sup>nd</sup> Qtr.		

### **Section III, AmeriCorps\*VISTA Community Action Plan**

<b>Applicant Organization:</b>			
<b>Period Covered:</b>	<b>Starting:</b>	<b>Ending:</b>	
<b>Mission:</b>			
Column A	Column B	Column C	Column D
<b>Project Goals and Objectives</b>	<b>Planned Period of Work</b>	<b>Summary of Accomplished Objectives (Please provide quantifiable information)</b>	<b>Date Completed</b>

<p>F. Develop a grant writing strategy.</p> <p>Task 1: Make a list of grants appropriate to the community by searching the Internet or using library software.</p> <p>Task 2: Write a grant (with other school staff or community members, if applicable) and submit it by the deadline.</p>	<p>2<sup>nd</sup>/3<sup>rd</sup> Qtr.</p>		
<p>G. Determine local funding sources.</p> <p>Task 1: Identify local funding sources.</p> <p>Task 2: Write a generic letter to send to potential funding sources.</p> <p>Task 3: Solicit donations for literacy awareness events and award programs.</p> <p>Task 4: Maintain records of contributions, cash or in-kind.</p>	<p>3<sup>rd</sup> Qtr.</p> <p>1<sup>st</sup>/2<sup>nd</sup> Qtr.</p>		
<p>H. Identify and contact key stakeholders in outreach communities.</p>	<p>Ongoing</p> <p>2<sup>nd</sup>/3<sup>rd</sup></p>		

### **Section III, AmeriCorps\*VISTA Community Action Plan**

<b>Applicant Organization:</b>			
<b>Period Covered:</b>	<b>Starting:</b>	<b>Ending:</b>	
<b>Mission:</b>			
Column A	Column B	Column C	Column D
<b>Project Goals and Objectives</b>	<b>Planned Period of Work</b>	<b>Summary of Accomplished Objectives (Please provide quantifiable information)</b>	<b>Date Completed</b>

<p>Task 1: Send informational letter to outreach schools.</p> <p>Task 2: Schedule informational presentation at outreach schools.</p> <p>Task 3: Implement the America Reads program at outreach school sites.</p> <p>Task 4: Develop a summer reading program that encompasses host site and outreach communities.</p>	Qtr.		
<p><b>Objective 5: Implement the America Reads program and design an assessment plan.</b></p>	4 <sup>th</sup> Qtr.		
<p>A. Meet with staff to determine which students will be tutored.</p>	1 <sup>st</sup> Qtr.		
<p>B. Schedule a training for volunteers.</p>			
<p>Task 1: Schedule a regional America Reads trainer.</p>			
<p>Task 2: Secure meeting materials and facilities.</p>	1 <sup>st</sup> Qtr. 1 <sup>st</sup> /3 <sup>rd</sup>		
<p>Task 3: Advertise training to existing and potential volunteers.</p>	Qtr.		
	Ongoing		

### **Section III, AmeriCorps\*VISTA Community Action Plan**

Applicant Organization:			
Period Covered:		Starting:	Ending:
Mission:			
Column A	Column B	Column C	Column D
Project Goals and Objectives	Planned Period of Work	Summary of Accomplished Objectives (Please provide quantifiable information)	Date Completed

<p>C. Develop a plan for volunteer recognition and rewards.</p> <p>Task 1:</p> <p>Task 2:</p>	<p>2<sup>nd</sup>/3<sup>rd</sup> Qtr.</p>		
<p><b>Objective 6: Develop an evaluation plan for the America Reads program at host schools.</b></p> <p>A. Meet with site supervisor to determine an assessment model for students in tutoring program.</p> <p>B. Track students' progress throughout the program based on the model.</p> <p>C. Distribute surveys about program to parents and staff concerning the America Reads program.</p> <p>D. Report all data to OPI.</p>	<p>1<sup>st</sup> Qtr.</p> <p>Ongoing</p> <p>2<sup>nd</sup>/4<sup>th</sup> Qtr.</p> <p>Ongoing</p>		

<b>Applicant Organization:</b>			
<b>Period Covered:</b>	<b>Starting:</b>	<b>Ending:</b>	
<b>Mission:</b>			
Column A	Column B	Column C	Column D
Project Goals and Objectives	Planned Period of Work	Summary of Accomplished Objectives (Please provide quantifiable information)	Date Completed